

**MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF CAREER AND TECHNICAL EDUCATION (OCTE)**

**NEW CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM
APPROVAL PROCESS FOR THE 2008-2009 PLANNING CYCLE**

<p>Secondary local education agencies may apply for state career and technical education program approval during the 2008-09 school year whether they are currently operating a program or not.</p>	
<u>Summer/Fall of 2008</u>	<p>Applicants should gather needs assessment data related to the program that they are intending to pursue. Applicants should also become familiar with the program curriculum standards that are contained on the following site: http://mccte-fsu.org</p> <p>This information will be required as part of the letter of intent process.</p>
<u>October 1, 2008</u>	<p>Letters of intent” (LOI) for CTE programs are due to OCTE and must be submitted via the web through the CEPD CTE Administrator. This LOI will be located on the CTEIS website and CEPD CTE Administrators will be granted access in the report section. Specific access instructions will be sent to CEPD CTE administrators when the web site is available.</p> <p>Critical information will need to be submitted with the letter of intent including a copy of the teacher(s) certificate, square footage of the classroom, and number of students or estimated number of students enrolled.</p>
<u>December 10, 2008</u>	<p>If the letter of intent meets initial requirements, the applicant/agency will be invited to attend a mandated Technical Assistance meeting on <u>December 10, 2008</u> at the Henry Center in East Lansing in order to pursue a formal new CTE program application (based upon the OCTE CTE Program CIP Self-Review documentation) in order to receive state approval beginning in the 2009-2010 school year.</p>

<u>Ongoing</u>	Concentrated technical assistance and timeline requirements from OCTE will be available to the district, administrator, and teacher during the application year. Instructors and other school personnel will be encouraged to contact OCTE program consultants as needed throughout the year as questions arise. OCTE approval is contingent upon required attendance at both the December meeting and the April of 2009 appointment . Detailed instructions on the requirements necessary for formal state approval will be provided including timelines and the withdrawal process.
<u>March 15, 2009</u>	The application for CTE program state approval, with all requested evidences (attachments), will be submitted via the web (CTEIS) by March 15, 2009.
<u>April of 2009</u>	<p>A culminating appointment between the applicant and the OCTE consultant will take place to review and respond to submitted documentation and must minimally include the CTE administrator and program teacher(s).</p> <p>A completed notebook containing evidence of the CIP Self-Review (CTE program application) will accompany the applicants to the spring appointment. After review of all documentation, the notebook will return with the applicant to be kept with the CTE program instructor or the administrator at a designated site location.</p>
<u>May of 2009</u>	After the spring meeting, the CTE program will be either formally state-approved or denied by OCTE and a letter identifying the unique program serial number (PSN) for the program will be sent accordingly. Based on student enrollment entered into the CTEIS, the program will generate the amount of funds based on the added cost factor and established formula for Added Cost.